



NO: 560.1  
DATE: JAN 23 2001

## SECRETARY OF THE AIR FORCE ORDER

**SUBJECT:** The Chief Information Officer of the Air Force

**AUTHORITY:** Clinger-Cohen Act (CCA) (40 USC §§ 1420-1503)  
Paperwork Reduction Act (PRA) (44 USC §§ 3501-3520)  
Government Paperwork Elimination Act (GPEA) (P.L. 105-277,  
§ 1701-1710)  
10 USC § 8014(c)  
10 USC § 2223 (b)  
Executive Order 13011, Federal Information Technology  
Office of Management and Budget (OMB) Circular A-130, Management  
of Information Resources  
DoD Directive 8000.1, Defense Information Management (IM) Program  
DoD Directive 7740.1, DoD Information Resources Management Program

1. The Assistant Secretary of the Air Force (Acquisition) (ASAF(A)) is designated Chief Information Officer of the Air Force (AF-CIO) with duties and responsibilities as described in the CCA, the PRA, IS, the GPEA, Executive Order 13011, OMB Circular A-130, DoDD 7740.1, and DoDD 8000.1. Additionally, in accordance with 10 USC 8014(c) the office of the AF-CIO has sole responsibility within the Office of the Secretary of the Air Force and the Air Staff to conduct the function of information management. The Principal Deputy Assistant Secretary for Business and Information Management (PDAS(BIM)) will perform AF-CIO responsibilities on a full time basis. The Deputy Chief of Staff for Communications and Information (AF/SC) is a deputy AF-CIO and in this capacity reports to the AF-CIO.

2. The AF-CIO is responsible for integrating Air Force planning, budget, financial, and program management processes for information technology investments. The AF-CIO will establish a management structure to advise the AF-CIO in the performance of AF-CIO responsibilities, including oversight and guidance to ensure compliance with architectures, standards, return on investment objectives, and business process reengineering.

### **3. Duties and Responsibilities of the AF-CIO**

a. The AF-CIO will carry out the duties and responsibilities defined in the CCA (information technology acquisition, business process reengineering, information resources management (IRM), information management, performance and results-based management, information protection, national security systems (NSS), standards, architecture, capital planning and investment, strategic planning, training and education, information technology registration, and CCA certification.)

(1) Principal Advisor. The AF-CIO will serve as the principal advisor to the Secretary of the Air Force and senior Air Force leadership to ensure that information technology is acquired and information resources are managed consistent with the PRA.

(2) Information Technology. The AF-CIO will establish goals and measures for improving the efficiency and effectiveness of Air Force activities and the delivery of services through the effective use of information technology. The AF-CIO will ensure performance measurements prescribed for information technology measure how well the information technology supports Air Force programs. In addition, the AF-CIO will develop, maintain, and facilitate the implementation of a sound and integrated information technology architecture.

(3) Information Resources Management. The AF-CIO will promote the effective and efficient design and operation of all major information resources management processes for the Air Force, including improvements to work processes. The AF-CIO will implement information resources management in accordance with the PRA, the CCA, DoD directives and OMB Circular A-130.

(4) Information Technology Programs. The AF-CIO will monitor and evaluate the performance of Air Force programs and projects, using appropriate performance measurements. The AF-CIO will determine whether it is necessary to continue, modify, or terminate such programs or projects.

(5) Information Technology Personnel. The AF-CIO will assess the adequacy of knowledge and skill requirements for Air Force information technology personnel and the extent to which such personnel meet those requirements. The AF-CIO will develop plans to rectify any deficiencies in meeting those requirements.

(6) Capital Planning and Investment Control. The AF-CIO, in conjunction with the Air Force Corporate Structure, will implement a process for maximizing the value and assessing the risks and results of information technology capital investments. This process will be integrated with the Air Force budget, financial, and program management processes. It will provide senior leadership with performance criteria for analyzing and evaluating the projected and actual costs, benefits, and risks associated with the investment.

b. The AF-CIO will carry out the following duties defined in the PRA.

(1) Collection of Information. The AF-CIO will establish processes in accordance with the PRA to ensure that any proposed collection of information is evaluated and approved with attention to the necessity of collecting information, the value of the information to be collected and the burden of collection on those from whom the information is sought.

(2) Dissemination of Information. As required by the PRA, the AF-CIO will ensure that the public has timely and equitable access to Air Force records as may be authorized by law.

(3) Statistical Policy and Coordination. The AF-CIO will ensure that the Air Force observes applicable Federal standards and practices under the PRA and other authority for the collection, analysis, and dissemination of information collected for statistical purposes.

(4) Archiving of Information. The AF-CIO will implement and enforce applicable policies and procedures for archiving information in electronic format.

(5) Privacy and Security. The AF-CIO will implement and enforce applicable policies and standards on privacy, confidentiality, security, sharing and disclosure of information collected or maintained by the Air Force.

4. To the extent authorized by law, the ASAF(A) may re-delegate, in writing, the above authority to PDAS(BIM) and AF/SC and may allow further re-delegations, in writing.

5. Secretary of the Air Force Order 560.1, October 29, 1997, is hereby superseded.



Lawrence J. Delaney  
Acting Secretary of the Air Force